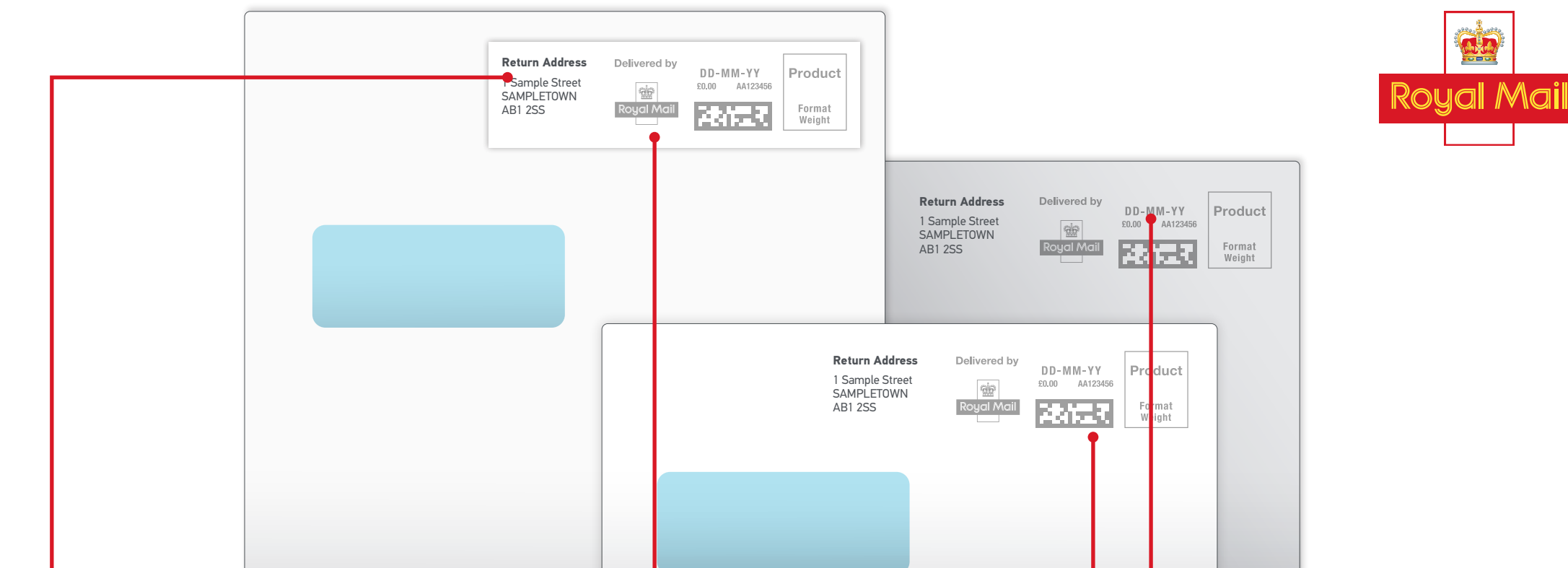


How to prepare franked mail

For any other queries, visit royalmail.com/franking

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1 Include a return address

In case your mail is undeliverable, include a return address on each envelope. It can be part of your franked mark.

Reminder: Talk to your franking manufacturer or provider – they can make sure your return address or ‘slogan block’ complies with the latest specifications.

2 Labelling

Envelopes and packets of different sizes, shapes can be franked using labels to give a clear, legible mark.

Labels are available from your franking machine supplier.

3 Franking Marks

Franking marks must be printed in blue ink*. Franking marks must be clear, complete and printed in the top right-hand corner of your mail.

If they're incorrect, your mail could be returned or delayed.

*or red if you have a standard franking machine

4 Franking in advance

Have you missed the last collection, or are you preparing mail to send tomorrow? It's easy to frank in advance, just set the date on your machine to the next day. If you have a Royal Mail Mailmark® franking machine, it'll automatically change the date to the following day at 5pm.

Mail must be postmarked with the date it has been posted, as part of the presentation requirements.

A franking mark cannot be used to prepay return mail to your company.

Your mail will get to its destination quicker and with less handling if it's prepared correctly and franked with the correct price. Take a look at your Royal Mail United Kingdom Franking Scheme which includes the Legal Scheme for Franking Letters and Parcels 2014 and Operational Requirements documents.